

Staffing Guide

Position Description			Desk Clerk Supervisor		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> Hours of Operation _____ Occupancy Rate _____ Seasonal/Peak Workload _____ 	<ul style="list-style-type: none"> Staff Supervised _____ Facility Layout _____ x Facility Size _____ x 	<ul style="list-style-type: none"> Facility Age _____ _____ _____ 		
Workload/Staffing Comments: May be scheduled for Manager on Duty shifts.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	** 1 (NF-2)	1 (NF-2)	1 (NF-2)	1 (NF-2)
Alternate Staffing Standard (If Required)	None	None	None	* 1 (NF-2)	* 1 (NF-2)
Explanation of Alternative Staffing Standard: * Additional Front Desk Supervisors authorized if there is a remote site (at another installation) greater than 50 rooms.					
Staffing Standard Footnotes: ** At operations with 76 to 149 rooms, supervises Desk Clerks, Reservation Agents and Food Service Workers.					